



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of: PERSONNEL COMMITTEE  
Date /Time: Monday, January 6, 2014 @ 5:30 p.m.  
Location: Mayor's Office  
381 E. Main St., Stoughton, WI  
Members: Sonny Swangstu (Chair), Ron Christianson, Tricia Suess (Vice-chair), Thomas Selsor and Mayor Donna Olson (ex-officio member)

### AGENDA

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1. Call to Order
2. Communications
3. Minutes of December 03, 2013 and December 10, 2013
4. Discussion and Action regarding the Retiree Health Insurance and rate comparables
5. **6:00 P.M.** - \*\*Wisconsin Professional Police Association (WPPA) Union Negotiations-Police Unit

\*\*The Personnel Committee may meet in closed session pursuant to Wis. Stat. sec. 19.85 (1) (e), for the purpose of discussing the City's bargaining position with labor Attorney Thomas Crone regarding the union contract with the WPPA and then reconvene into open session for the remainder of the meeting.

6. Future Agenda Items
7. Adjournment

IF YOU ARE DISABLED AND IN NEED OF ASSISTANCE TO ATTEND THIS MEETING, PLEASE CALL 873-6677 PRIOR TO THIS MEETING.

ATTN COMMITTEE MEMBERS: THREE (3) MEMBERS NEEDED FOR A QUORUM. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please notify City Hall by calling (608)873-6677 or via email [mhougan@ci.stoughton.wi.us](mailto:mhougan@ci.stoughton.wi.us)

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By: Personnel Committee Chair Sonny Swangstu, Mayor Donna Olson

## **SPECIAL PERSONNEL COMMITTEE MEETING MINUTES**

**Tuesday, December 3, 2013 @ 5:30 p.m.**

**Mayor's Office/City Hall**

**Members:** Sonny Swangstu (C), Tricia Suess (VC), Ron Christianson, Mayor Donna Olson (*ex officio*)

**Absent & Excused:** Tom Selsor

**Guests:** Finance Director Laurie Sullivan, Acting City Clerk Maria P. Hougan, Alder David Kneebone, Street Superintendent Karl Manthe, Rick Gullickson, Chief Leck, Brad Schroeder, Kent Schroeder.

### **CALL TO ORDER**

Chair Swangstu called the meeting to order at 5:30 p.m.

#### **1. COMMUNICATIONS**

Acting Clerk Hougan requested a Special Personnel Committee meeting on Dec. 10 at 6:45 prior to Council for the purpose of approving the resolution appointing election inspectors for the 2014-2015 election cycle.

#### **2. Review and approve changes to the City of Stoughton Health Insurance Plan (re: retirees)**

Sullivan presented the changes to the plan; she explained how costly it is for the insured and the city to keep retiree's on the City of Stoughton's health insurance plan. It will be much less costly for retiree's to seek other insurance, especially now with the Marketplace/Affordable Health Care Act. Kent and Brad Schroeder were in attendance to answer any questions. They are in agreement with Finance Director Sullivan; they stated many other companies are handling their retirees this way. Insurance for retiree's can be found much cheaper than the rate charged to stay on the City of Stoughton's plan. Further discussion followed. Suess would like to see actual examples of health insurance plans and the dollar amounts. Kent and Brad Schroeder will bring back information regarding different types of insurance plans and costs to the next Personnel meeting. No action taken.

#### **3. Review and approve the Health Reimbursement Account (HRA) Plan Document.**

The committee reviewed the Health Reimbursement Account (HRA) Plan Document. Sullivan stated this will be effective on January 1, 2014. The current resolution regarding the Health Reimbursement Account (HRA) is for non-represented employee's only. The police union employees will have a separate resolution that will be presented in the future. Mayor Olson directed Finance Director Sullivan to hold some educational sessions to inform employees of the changes. Moved by Christianson, second by Suess, to recommend approval of the Health Reimbursement Account Plan Document to Council. Motion carried 4-0 with Mayor Olson voting.

**4. Review and approve position descriptions and posting for the Administrative Services Department.**

The committee reviewed the position descriptions for the newly created Administrative Services Department. The position descriptions reviewed included Administrative Assistants; City Clerk; Deputy Clerk; Deputy Treasurer; Director of Finance and Economic Development; and Finance Accounting Specialist. Moved by Suess, second by Christianson, to recommend approval of all the Administrative Services Department position descriptions as amended. Motion carried 4-0 with Mayor Olson voting.

**5. Future agenda items.**

Health insurance comparables regarding retirees-Brad & Kent Schroeder.

**ADJOURNMENT**

Motion by Christianson, second by Suess, to adjourn at 7:10 p.m. All in favor.

Respectfully submitted,  
Maria P. Hougan  
Acting City Clerk

MPH

**SPECIAL PERSONNEL COMMITTEE MEETING MINUTES**  
**Tuesday, December 10, 2013 @ 6:45 p.m.**  
**Council Chambers**

**Members:** Tricia Suess (VC), Ron Christianson, Tom Selsor, Mayor Donna Olson (*ex officio*)

**Absent & Excused:** Sonny Swangstu

**CALL TO ORDER**

Vice Chair Suess called the meeting to order at 6:45 p.m.

**Approving the appointment of the City of Stoughton Election Inspectors for the next election cycle.**

Moved by Christianson, second by Selsor, to recommend approval of the City of Stoughton Election Inspectors. *Motion carried 4-0 with Mayor Olson voting.*

**ADJOURNMENT**

Motion by Christianson, second by Selsor, to adjourn at 6:50 p.m. All in favor.

Respectfully submitted,  
Maria P. Hougan  
Acting City Clerk

MPH